



**Mayor's Office of Housing
& Community Development
(MOHCD)**

London N. Breed
Mayor

Eric D. Shaw
Director

SAN FRANCISCO CULTURAL DISTRICTS

A program administered by the Mayor's Office of Housing and Community Development

SOMA Pilpinas Community Development and Impact Request for Proposals FY2022-23 (2022-02e)

Grant Term	July 1, 2023 – June 30, 2025
Grant Amount	Up to \$200,000 per award
Date Issued	Friday, January 27, 2023
Proposal Due Date	March 3, <u>2023</u> at 5PM

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MOHCD OVERVIEW

Mayor's Office of Housing & Community Development

The mission of the Mayor's Office of Housing and Community Development (MOHCD) is to support San Franciscans with affordable housing opportunities and essential services to build strong communities. The department is organized into four divisions: Housing, Community Development, Homeownership and Below Market Rate (HBMR) programs, and Fiscal/Administrative. In addition to managing the Cultural Districts program, the Community Development division works with a broad network of community-based partners to create an inclusive and equitable City where all residents can thrive.

MOHCD's investments support the city's most vulnerable residents by providing much needed services, strengthening civil society, and advancing individual and collective opportunity. It is imperative for the office to be intentional and explicit in meeting its goals of reducing racial disparities in service delivery and increasing social and economic opportunities within San Francisco.

Racial Equity

In partnership with city and community leaders, MOHCD seeks to advance opportunities and improve programmatic outcomes for Black, Brown and low-income residents. As such, we are assessing programs, contracts, and procurements to ensure they advance the city's racial equity goals. We will be working closely with our partner organizations to monitor the impact of our investments. We will provide capacity building, clear information to partners organization, and create channels to give and receive feedback to ensure that all parties are aligned in the expectation to create an inclusive and equitable City where all residents have the opportunity to thrive.

Mayor Breed recently established the Office of Racial Equity with the goal of transforming systems to support the collective liberation of Black, Indigenous/American Indian, and People of Color in San Francisco. MOHCD and the Cultural Districts Program are aligned with this effort and are proud of the fact that the Cultural Districts legislation clearly states that its focus is to "support cultural communities and ethnic groups that historically have been discriminated against, displaced and oppressed". We continue this commitment during these changing times and will continue to center our work on culturally responsive solutions developed by the people most impacted by social inequities.

CULTURAL DISTRICTS PROGRAM

San Francisco's Cultural District program preserves, strengthens and promotes cultural assets and diverse communities. Its goal is to enable individuals, families and the businesses that serve and employ them, as well as nonprofit, community arts and educational institutions to live, work and prosper within the city.

The Cultural Districts program was created by the Board of Supervisors and Mayor in 2018 and is supported by an inter-departmental steering committee, including the Office of Economic and Workforce Development (OEWD), the Planning Department, the Arts Commission and coordinated by MOHCD. These Departments work together to streamline City and community partnerships to coordinate resources aimed at stabilizing these communities which face displacement.

Legislation calls on City departments to collaborate and partner with each Cultural District's community-based leadership body to establish a clear strategic plan to fulfill each District's vision and goals, resulting in a Cultural History, Housing and Economic Sustainability Strategies ("CHHESS") Report. Extensive community engagement and City reports and data will inform each District's CHHESS Report so that it can serve as a roadmap to stabilize and support historically oppressed communities.

SOMA PILIPINAS

The City officially recognized SOMA Pilipinas as San Francisco's Filipino Cultural Heritage District in 2016. The District, spanning 1.5 square miles in the rapidly gentrifying South of Market neighborhood, celebrates the community's living legacy and culture, builds community and fights for economic and racial justice.

SOMA Pilipinas engaged in a yearlong CHHESS community engagement process, conducting over 20 interviews, gathering surveys specifically aimed at collecting information from seniors and unhoused Filipino residents, and holding multiple community presentations on to develop strategies that align with the District's goals. Leaders worked closely with the City's Cultural District's steering committee to vet each strategy for feasibility and come up with a final list of priorities for community stabilization and preservation. In September 2022, SOMA Pilipinas became the first Cultural District to have their CHHESS Report approved by the Board of Supervisors.

The community-prioritized SOMA Pilipinas CHHESS strategies fall within the Cultural District program's legislated focus areas of Cultural Preservation, Tenant Protections, Arts and Culture, Economic & Workforce Development, Place-Keeping & Place-Making, and Cultural Competency. This Request for Proposals (RFP) is a vehicle by which the City can resource the District to start the important work of implementing some of the strategies surfaced in the Cultural District's community engagement efforts.

The SOMA Pilipinas community-prioritized strategies and recommendations are as follows:

CULTURAL PRESERVATION

1. Develop and support SOMA Pilipinas Filipino cultural heritage archive and living legacy
2. Expand access to Filipino arts education & programs teaching Filipino languages, history, and culture
3. Expand and strengthen programs that empower, serve, and address the health of Filipino children and youth

TENANT PROTECTIONS

4. Protect and stabilize buildings that contain a high proportion of Filipino tenants and stabilize existing Filipino residents
5. Build Capacity and Filipino Cultural Competence to Support Residential Acquisition and Rehabilitation in SOMA
6. Increase language and culturally competent housing readiness support for Filipinos to get into affordable, below market rate (BMR), and supportive housing

ARTS & CULTURE

7. Strengthen and stabilize the capacity of Filipino arts and cultural organizations and individual artists
8. Develop a SOMA Pilipinas arts master plan
9. Create SOMA Pilipinas special area design guidelines and public realm design toolkit
10. City support for cultural district public realm improvement, maintenance, and neighborhood cleaning and beautification
11. Development of a Cultural Conservator

ECONOMIC & WORKFORCE DEVELOPMENT

12. Strengthen non-profits' ability to sustain community workers
13. Further development of Mission St. as a commercial corridor for the cultural district
14. Support the development of a mutual-aid and mentorship-based merchant association to support the stabilization and attraction of Filipino businesses
15. Strategic planning to create Filipino access to family-sustaining jobs in public and private sectors

PLACE KEEPING & PLACE MAKING

16. Establish a working group to examine, strengthen, and expand the youth and family special use district
17. Increase community-based access, use, and stewardship of land, buildings, and space
18. Ensure that the historic and ongoing displacement of the Filipino community are part of the discourse in developing the Planning Department's racial and social equity plan initiative including the phase II action plan

CULTURAL COMPETENCY

19. Develop a barangay center/co-location services hub
20. Strengthen and expand language access for Filipino residents
21. Invest in the sustainability of Filipino community-based organizations.
22. Develop a community health report on Filipinos in SF

ELIGIBILITY REQUIREMENTS

All applicants must meet all the following eligibility requirements to be considered for MOHCD funding.

- Applicants must be a community-based agency that is non-profit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code or apply under a valid fiscal sponsor.
- Organizations receiving a grant from this RFP must be approved City suppliers or have started the process of becoming a City Supplier at time of proposal submission.
- MOHCD contracts are administered on a cost reimbursement basis. Grantees are reimbursed after invoicing for expenses incurred. You must use our online grants management system for monthly reporting and invoicing.
- No City agencies or departments may apply for funding under this RFP.
- You must sign and meet the provisions of a grant agreement. The grant agreement includes a scope of work and budget.
- **Please note, MOHCD cannot reimburse for expenses incurred before the start of the grant agreement.**

Supplier Status- Agencies funded through this RFP must be City-approved suppliers and not be on the City Supplier Debarred list before receiving funds.

- Organizations must be approved City suppliers in order to enter into contract with MOHCD. If your agency is not currently a City Supplier you must begin the process of becoming one with the submission of your proposal, in order to avoid lengthy and avoidable delays.
- Supplier application packets can be obtained from the Office of Contract Administration at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 430, San Francisco, CA 94102 or downloaded from the Office of Contract Administration website at www.sfgov.org/oca.
- More information on becoming a City supplier is available at the San Francisco City Supplier Portal, at <https://sfcitypartner.sfgov.org/>.
- Subcontractors are not required to be City-approved suppliers; only the lead agency or fiscal sponsor must be City-approved.

Audit Requirements - To be a MOHCD grantee, ONE of the following audit documents is required.

- OMB A-133 Audit – This level of audit is required if agency expended more than the threshold amount of \$750,000 or more in federal funds in the previous fiscal year.
- Standard CPA Audit – A standard audit is required for all agencies with a total budget over \$500,000 in the previous fiscal year.
- CPA Financial Review- A financial review is allowed in place of standard audit for agencies with a total budget between \$250,000-\$500,000 in the previous fiscal year.
- “No Audit” Letter- If the agency’s total budget is less than \$250,000 a letter can be provided stating that no audit was performed per the agency’s global budget size.
- A Fiscal Year Audit for July 1, 2021 – June 30, 2022 should have been completed by March 31, 2023, and will cover the following period- July, 1, 2021-June 30, 2022.
- A Calendar Year Audit for January 1 2021 – December 31, 2021 should have been completed by September 30, 2022.

Compliance Standards- Applicants must agree to meet Compliance Standards established by the City and MOHCD throughout the grant term and participate in fiscal and program monitoring.

- **Insurance** - General liability, workers compensation and auto insurance must be compliant and current to encumber funds and must remain current throughout the grant.
- **Equal Benefits Ordinance** - Organizations agree to administer benefits equally to employees with domestic partners and employees with spouses. More information is available at <https://sfgov.org/cmd> and is managed by the Office of Contract Administration.
- **SF Human Rights Commission-** Organizations must comply with prohibitions against discrimination in fair housing and equal employment opportunity.
- **Sunshine Ordinance-** Under Chapter 12L of the San Francisco administrative code, non-profits that receive more than \$250,000 in city funds must comply with specific open government requirements and respond to requests for financial and meeting information from members of the public.
- **Accessibility-** Programs and services must be accessible to persons with disabilities. Program access can be achieved in many cases without having to alter the existing facility.
- **Religious Activity-** Funds may not be used for religious purposes or for the improvements of property owned by religious entities except where the grant recipient is a secular non-profit organization with a long-term lease.
- **Political Activity-** No funds received through this RFP shall be used to provide financial assistance for any program that involves political activities. Applicants must comply with Section 1.126 of the San Francisco Campaign and Governmental Conduct Code.

Additional Requirements

1. This funding opportunity is limited to organizations that are located within the SOMA Pilipinas Cultural District and/or currently serve the community located within the Cultural District.
2. Each applicant can apply for up to \$200,000 for one-time community building and impact grant funding.

FUNDING OPPORTUNITIES

Each Cultural District is working to preserve, strengthen and promote their cultural communities. This RFP invests in key community prioritized strategies identified in the SOMA Pilipinas CHHESS report in the areas of Arts & Culture and Cultural Competency with the goal to build partnerships, model practices, and leverage City planning and implementation efforts in the SOMA Pilipinas Cultural District.

Following the spirit of the Cultural Districts program and the CHHESS process, implementation of funded programs will be a collaborative effort with SOMA Pilipinas leaders and the City's steering committee.

We recognize that there is intersectionality in all community development work and each Cultural District should not feel limited to one policy or project area since many efforts are a combination of multiple lenses. The table below provides an overview of the funding opportunities contained in this RFP.

	CHHESS Priority Area	Funding Opportunity	Term	Total Funding
1	Arts & Culture	Public Realm Improvement	2 Years	\$200,000
2	Cultural Competency	Language Access and Culturally Competent Services	2 Years	\$200,000
3	Cultural Competency	Capacity Building	2 Years	\$200,000

MOHCD has a responsibility to maintain transparency in its processes. This open and competitive process is utilized throughout the City for the allocation of public funds. MOHCD is issuing this request for proposals to solicit proposals for the following funding opportunities. The term of the grants and funding amount are also shown in the table below. Please note the final terms and conditions of the grant are subject to negotiation. Please note your proposal might be considered for future funding opportunities without submission of an additional response. In such a case, the funds awarded will not exceed \$500,000 or 150% of the original grant amount authorized through this RFP, whichever is greater.

1. ARTS & CULTURE

The SOMA Pilipinas Filipino Cultural Heritage District is a major cultural hub for the Filipino American community in the region and home to many cultural institutions, artists and public art pieces. The District aims to work with the City to incorporate the Filipino community's unique, culturally relevant, and community-vetted design concepts and public art elements in new developments, public art, and the built environment to delineate SOMA Pilipinas' boundaries.

This funding opportunity is intended to support the exploration, development, and implementation of culturally-relevant public improvements, such as a gateway or mural(s), within the SOMA Pilipinas Cultural District that highlight the Filipino community's cultural heritage. Proposed projects should incorporate community-led design of public realm. Applicants must be prepared to work with the appropriate City agencies for design review and approval.

This RFP will provide up to \$200,000 of one-time funding for a 24-month grant starting July 1, 2022 and ending on June 30, 2024.

CHHESS Priority Area	Funding Opportunity	Term	Total Funding
Arts & Culture	Public Realm Improvement	2 Year	\$200,000

Proposals should align with CHHESS Strategy 10: City support for Cultural District Public Realm Improvement, Maintenance, and Neighborhood Cleaning and Beautification – “Dedicate funding for street signs, monuments such as gateways and other cultural markers, way-finding, institutional signage, and other public realm improvements to delineate SOMA Pilipinas boundaries and express cultural heritage, as well as direct visitors

and residents to cultural assets. Align placemaking initiatives to City plans for renovations and identify businesses and cultural assets to be highlighted.”

Organizations may apply for one or more specific projects and/or any or all phases of project development. The proposed project should incorporate a community engagement process and tie directly to the arts and culture priorities outlined in the SOMA Pilipinas CHHESS Report.

2. CULTURAL COMPETENCY: Language Access

The SOMA Pilipinas Filipino Cultural Heritage District is home to community-based organizations, service providers, artists, and cultural organizations that contribute to the City’s cultural fabric and have served the Filipino community for decades. However, the Filipino community still faces barriers to accessing culturally competent resources imperative to creating supportive structure for Filipino immigrants and newcomers. This funding opportunity is intended to support culturally and linguistically competent services that promote the health and public safety of the Filipino residents.

This RFP will provide up to \$200,000 of one-time funding for a 24-month grant starting July 1, 2022 and ending on June 30, 2024.

CHHESS Priority Area	Funding Opportunity	Term	Total Funding
Cultural Competency	Language Access and Culturally Competent Programs	2 Years	\$200,000

Proposals should align with CHHESS Strategy 20: Strengthen and Expand Language Access for Filipino residents – “Enforce and strengthen the Language Access Ordinance to ensure accurate and equitable delivery of information to Filipino residents by (1) Creating a pipeline and database of credentialed Filipino translators that can provide accurate and consistent translation support and standardization of the language at the municipal level, including creating a structure to certify translators and interpreters; (2) Implementing recommendations in the Language Access Report by Dr. Valerie Francisco-Menchavez; (3) Supporting the establishment of K-12 access to Filipino language to immerse students in the Filipino language and provide relevant historical and cultural education; and (4) Pursuing formal partnerships (including internships) with students and professionals with language abilities in social service and related fields and institutions (i.e. social work, mental health, public health, urban planning, etc.) to place in community-based organizations or City departments to enhance access to services and information.”

Organizations may apply for one or more of the specific areas (1-4) described in the paragraph above.

3. CULTURAL COMPETENCY: Capacity-Building

The community-based organizations and service providers located within the SOMA Pilipinas Cultural require support to sustain their ability and capacity to serve and address the specific needs of the community. This funding opportunity invests in the ecosystem of community-based organizations in the District serving the Filipino community by providing back-office support and resource development assistance.

This RFP will provide up to \$200,000 of one-time funding for a 24-month grant starting July 1, 2022 and ending on June 30, 2024.

CHHESS Priority Area	Funding Opportunity	Term	Total Funding
Cultural Competency	Capacity-Building	2 Years	\$200,000

Proposals should align with CHHESS Strategy 21: Invest in the Sustainability of Filipino Community-Based Organizations – “Support the operations, capacity-building, programming, and sustainability of Filipino-serving community organizations to increase capacity to serve residents and to strengthen and expand the district’s cultural life and activities” Applicants should describe the types of services they will offer, how they will deliver the services, and the existing relationships they have with organizations within the SOMA Pilipinas Cultural District.

PROPOSAL INSTRUCTIONS

If you meet the Eligibility Requirements (page 5), you are welcome to submit a grant proposal.

1. Your proposal packet must consist of the following elements:

- ☐ Proposal Cover Sheet (page 10)
- ☐ Fiscal Lead Applicant's Board of Directors (page 11)
- ☐ Cultural District's Current Advisory Board (page 11)
- ☐ Proposal Narrative (page 12)
- ☐ Project Budget Narrative and Worksheet (template posted on MOHCD Website)
- ☐ Your Agency's Most Recent Global Operating Budget

The following documents are also required if we do not currently fund you:

- ☐ Your Articles of Incorporation, including all amendments
 - ☐ Your Organization By-Laws, including all amendments
 - ☐ Evidence of you Federal Tax Exempt 501(c)(3) status
2. You must email your proposal to MOHCD. Send your complete proposal packet to CommDevRFP@sfgov.org in one email. Subject Line should state "MOHCD SoMa Pilipinas RFP" and include your agency name.
3. Emailed proposals must be received by 5:00PM on or before the due date. No late submissions will be accepted. It is the responsibility of applicants to ensure email delivery prior to the submission deadline.
4. For your Project Budget, include budget items for **24 months** of the grant, starting July 1, 2023, for your grant proposal and your full program, showing other projected sources of funding, using the budget worksheet provided on MOHCD Website. Please provide in a separate document that shows appropriate and detailed budget narrative for **each line item** in order to assist the readers in understanding use of funds.

TIMELINE: *the dates are tentative and subject to change.*

RFP Issued	January 27, 2023
MOHCD Pre-Submission Webinar	February 3, 2023 at 9AM
Deadline to submit questions	February 10, 2023 at 5PM
Response to questions issued	February 15, 2023
Proposals Due	March 3, 2023 at 5PM
SoMa CAC Review and Recommendations	Late March 2023
BOS Approval	April - May 2023
Intent to Award Letters Sent	May 2023
Contract Terms Begins	July 1, 2023

RFP Assistance: MOHCD RFP Pre-Submission Webinar will take place on February 3, 2022 at 9AM. Staff will provide an overview of the RFP process, including eligibility criteria, funding descriptions, and how to apply.

- To attend a webinar, you must first register. After registering, you will receive a confirmation email containing information about joining the webinar.
- To register for the pre-submission Zoom webinar, click [this link](#).

MOHCD RFP Questions: MOHCD is committed to providing as much clarity as possible during this RFP process. Please submit your questions about the RFP in writing to CommDevRFP@sfgov.org by February 15, 2023 at 5pm. We will do our best to release our response on the MOHCD website on February 15, 2023.

PROPOSAL COVER SHEET

A fillable version of this document can be found on <https://sf.gov/information/community-development-funding-opportunities>

Fiscal Lead Applicant Organization: _____

Fiscal Lead Contact: _____

Address: _____

Phone: _____ **Email:** _____

Cultural District: _____

Cultural District Contact: _____

Address: _____

Phone: _____ **Email:** _____

Total Proposal Request: _____

Total FY 2023 Fiscal Lead Applicant Budget: _____

Fiscal Lead Executive Director: _____

Phone: _____ **Email:** _____

Primary Contact Person (if different): _____

Phone: _____ **Email:** _____

I certify that the information provided in this application is true.

Fiscal Lead Executive Director Signature

Date

Project Lead Executive Director Signature (if different)

Date

BOARD MEMBERSHIP

A fillable version of this document can be found on <https://sf.gov/information/community-development-funding-opportunities>

FISCAL LEAD BOARD MEMBERS

Name	Years on Board	Home Neighborhood	Employment or Relevant Experience

PROPOSAL NARRATIVE

Please answer the following questions in your Proposal Narrative. Your answers should not exceed six (6) total pages. We will not accept any handwritten narratives. Font size must be at least 12 point. Pages must be standard 8-1/2" x 11", and may be double or single spaced.

Given that these are one-time funds, your proposal should describe actionable projects that are grounded in both your community's immediate needs and the cultural fabric of your neighborhood, as identified in the CHHESS report.

Please select which of the priority areas / funding opportunities listed below best fit your projects/activities and use them as headers of your proposed projects.

	CHHESS Priority Area	Funding Opportunity
1	Arts & Culture	Public Realm Improvement
2	Cultural Competency	Language Access and Culturally Competent Services
3	Cultural Competency	Capacity Building

Proposal Narrative Questions

- **Target Population.** Describe the target population(s) you will serve with this proposed program, your experience serving them, and their key needs. In your answer, describe how your proposed program will identify and address these needs, including cultural, language, or gender responsive strategies (as evidenced by your policies, procedures, practices and staffing), as well as how the program will connect participants to additional resources. Please describe the program's approach for identifying, recruiting, and retaining its target population and why this approach is effective.
- **Program Design.** Describe your proposed program, including the activities or types of services, how they will be provided, and your approach (such as timeline, hours and days of operation, examples, best practices, and why this model best serves your target population). Describe your agency's experience providing the types of services required by this strategy, including how long the services have been provided, any specific successes and challenges that you have experienced, and how the service delivery approach has changed over time. Describe how your organization receives feedback from program beneficiaries to inform its operations and governance. How does your organization incorporate feedback from the community into its programming?
- **CHHESS Alignment.** Describe how the program aligns with the overarching goals of the SOMA Pilipinas Filipino Cultural Heritage District and a specific strategy identified in the SOMA Pilipinas CHHESS Plan.
- **Experience.** Describe your organization's mission, service programs, and impact, including how long you have been serving residents and institutions located within the SOMA Pilipinas Cultural District. How have you prioritized service to low-income and historically-underserved communities of the District?
- **Staffing.** Describe the staffing plan for your proposed program, including all leadership, direct service, and supportive roles. Include job titles, brief job descriptions, and the necessary experience for each staff member, including for staff that need to be hired.
- **Partnerships.** Describe any established and/or mutually proposed partnerships this program will maintain with other service providers or systems, including their added benefit to the program design
- **Advancing Racial Equity.** How has your organization contributed to racial equity and inclusion in the SOMA Pilipinas Cultural District? What is your plan to ensure that all residents, particularly black and brown community members have access to essential services and resources?

- **Impact.** What impact will a successful project have on your existing beneficiaries, new clients and the SOMA Pilipinas Cultural District as a whole? How will the project stabilize residents living within the SOMA Pilipinas Cultural District, CBOs serving the SOMA Pilipinas community and/or small community-serving businesses (either located within the Cultural District or owned by residents living within the Cultural District)?
- **Evaluation.** Using MOHCD's suggested metrics and targets for this strategy and/or any other indicators chosen by your agency, describe how you will measure the quantity, quality, and impact of your proposed program. Provide estimated annual targets for each activity and outcome you choose to highlight. Describe how your agency uses data to refine and improve its delivery of services, both for the agency overall and for this proposed program.

SCORING

Grant proposals that meet our Eligibility Requirements (see page 5) will be scored and receive a funding recommendation. Proposals that do not satisfy the Eligibility Criteria will be determined as non-responsive to this RFP and will not be further reviewed.

Eligible proposals will be read and scored by reviewers with relevant programmatic expertise. Each reviewer will use a scoring rubric to assign a preliminary score between 0 and 100 points to each proposal they read. The point value of each section in the scoring rubric is below.

MOHCD will average the preliminary scores for each proposal to generate a final score. Proposals with a final score of 70 points or higher will be considered fundable. MOHCD staff will allocate funds to those proposals until no dollars are left in the funding strategy.

Proposal Section	Point Value
Target Population	5
Program Design	15
CHHESS Alignment	15
Experience	10
Staffing	10
Partnerships	10
Racial Equity	10
Impact	10
Evaluation	5
Budget	10
TOTAL	100

APPEAL PROCEDURE

Proposals will be determined as non-responsive if they are incomplete, undelivered, or do not meet the Eligibility Requirements (see page 5). If we determine your proposal to be non-responsive, we will inform you. Applicants may appeal a determination of non-responsiveness to this RFP by submitting notice by email to MOHCD setting forth the grounds for the appeal by no later than five (5) business days after receiving MOHCD's determination.

Organizations will be notified if a proposal was not selected for an award. If there is disagreement with the decision, organizations may file a formal appeal within five (5) business days of the award announcement. MOHCD must receive the appeal on or before the fifth business day.

The appeal must include a written statement of each of the grounds for appeal. An individual authorized to represent the respondent must submit the appeal by email to CommDevRFP@sfgov.org. The appeal must cite all applicable laws, rules, procedures, or provisions that we did not follow faithfully, as documented in this RFP. The appeal must specify facts and evidence enough for us to determine its validity. Disagreements about program quality or value do not constitute grounds for appeal. Failure to object or appeal in the manner and within the times set forth above will constitute a complete and irrevocable waiver of any appeal of MOHCD's decision.

MOHCD will only accept appeals of non-responsiveness or an award decision by email. It is the responsibility of applicants to ensure email delivery prior to the deadline specified. A panel selected by MOHCD will review all eligible appeals, and the panel decisions will be final. If necessary, we will schedule a meeting with the respondent within ten (10) calendar days of receiving the appeal.